

## P-3.4.1

# APPLICATION FOR EMPLOYMENT

*IACC Policy & Procedures Manual  
Section 3 – Staff*

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Dear Applicant,

Thank you for your enquiry regarding a position with Illawarra Area Child Care Ltd.

Please find enclosed

- an Application for Employment Form
- Job Description including the essential and desirable criteria

The Job Description will provide you with a good understanding about the role, responsibilities and physical requirements to perform the position.

When completing an application for employment, you should submit a covering letter outlining the Job Reference Number, qualifications, skills and experience in relation to the essential criteria for the position advertised along with a copy of your resume.

Your Resume should include a brief summary of your work history, contact details, academic training and education, courses attended i.e., in-service, two recent work-related referees, and other relevant information.

Your application should be marked 'Confidential' and returned to the

CEO  
Illawarra Area Child Care Ltd  
Unit 2, 210 Shellharbour Road  
WARRAWONG, NSW 2502



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### Confidential

**Position Applied For:**

**Position No:** \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Director/Early Childhood Teacher                   | <input type="checkbox"/> Early Childhood Teacher              |
| <input type="checkbox"/> Director/Advanced Child Care Worker Qualified      | <input type="checkbox"/> Advanced Child Care Worker Qualified |
| <input type="checkbox"/> Advanced Child Care Worker                         | <input type="checkbox"/> Training and Development Officer     |
| <input type="checkbox"/> Traineeship Certificate 111 in Children's Services | <input type="checkbox"/> Child Care Worker                    |
| <input type="checkbox"/> Cook (Long Day Care Centres)                       | <input type="checkbox"/> Administrative Assistant             |
|   | <input type="checkbox"/> Other : _____                        |

**Title:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Given Names:** \_\_\_\_\_

**Gender:**             Female             Male

**Address:** \_\_\_\_\_  
 \_\_\_\_\_ **Post Code** \_\_\_\_\_

**Telephone:**            **Home:** \_\_\_\_\_  
                                  **Work:** \_\_\_\_\_  
                                  **Mobile:** \_\_\_\_\_  
                                  **Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Drivers Licence No:** \_\_\_\_\_

Application taken by ..... Date .....

OFFICE USE ONLY	DATED AND SIGNED	
APPLICATION COMPLETED		
WORKING WITH CHILD CHECK FORM COMPLETED		
WWCC CLEARANCE NOTICE RECEIVED FROM DOCS		
PROOF OF AGE SHOWN		
DOCUMENTS TO SUPPORT IDENTITY – 100 POINTS		
CERTIFIED COPY OF QUALIFICATIONS		
COPY OF FIRST AID QUALIFICATION		
CULLING	SUCCESSFUL	UNSUCCESSFUL
INTERVIEW	SUCCESSFUL	UNSUCCESSFUL
REFEREE CHECKS COMPLETED		
EMPLOYMENT PACKAGE AND CONTRACT SENT		

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### Community Language \_\_\_\_\_

Are you an Australian citizen?

Yes

No

If no, do you have the legal right to work in Australia?  
(You will be asked to provide proof of your right to work)

Yes

No

Have you been convicted of a criminal offence in  
any way related to this position?

Yes

No

Have you any physical or health problem, including  
a physical condition, injury or psychiatric condition  
which may impinge your performance of the duties  
required in this position?

Yes

No

If yes, please give details \_\_\_\_\_

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Have you sustained a work related injury and received  
Workers Compensation payments in the past 5 years?

Yes

No

If yes, please give details \_\_\_\_\_

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### School Education

Name of School \_\_\_\_\_

Highest level reached \_\_\_\_\_

Year Completed \_\_\_\_\_

Qualification Obtained \_\_\_\_\_

### Tertiary Education

Name of Institution \_\_\_\_\_

During Years \_\_\_\_\_

Qualification \_\_\_\_\_

Degree, Diploma or  
Certificate conferred \_\_\_\_\_

(please attach a certified copy to application)

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**First Aid Certificate**     Yes    expiry date \_\_\_\_ / \_\_\_\_ / \_\_\_\_     No

**First Aid Provider** \_\_\_\_\_

**First Aid Qualification** \_\_\_\_\_

(please attach a certified copy to application). Please Note: It is a requirement of the Teachers (Non-Government Early Childhood Services Centre Other Than Preschool) (State) Award and Miscellaneous Workers Kindergarten and Child Care Centres (state) Award that Teachers, Advanced Child Care Workers Qualified and Advanced Child Care Workers hold a Senior First Aids Certificate.

**Other**

Any other educational, professional or technical qualifications including membership of professional bodies, associations, trade unions, licences, registrations etc.

\_\_\_\_\_  
\_\_\_\_\_

**Employment History** (Show present or most recent employer first)

Employer name \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Position Held \_\_\_\_\_

Main responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reasons for leaving \_\_\_\_\_

Employer name \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Position Held \_\_\_\_\_

Main responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reasons for leaving \_\_\_\_\_

Employer name \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Position Held \_\_\_\_\_

Main responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reasons for leaving \_\_\_\_\_



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### Referees

Please provide details of 2 work related referees from previous employment who may be contact to provide information on your past and/or present employment.

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Company** \_\_\_\_\_

**Contact Phone Number** \_\_\_\_\_

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Company** \_\_\_\_\_

**Contact Phone Number** \_\_\_\_\_

I have no objection to any of my employers (other than my present employer) being requested to furnish a confidential report in regard to my services, the reason for the termination of my employment or any other relevant particulars, which will assist in determining my suitability for employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

All persons applying for a position within a child care centre are required to undergo a criminal record check. Potential employees are requested to consent to this being undertaken.

I have no objection to a criminal records check being undertaken.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Statements found to be false within the knowledge of the applicant will make him or her, if employed, liable for dismissal.

### *Illawarra Area Child Care Privacy Statement*

I understand that under the Privacy Amendment (Private Sector) Act 2000, all personal and private information collected by the organisation cannot be disclosed to another party without my knowledge unless the organization is obligated to do so by law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Identification of the Applicant

Preferred applicants must provide documentation to support their identity. This needs to be brought with the applicant to any job interviews. They must be **original documents** (original documents will be sighted by IACC management and returned) adding up to a minimum of 100 points as required by the 100 Point Check under the Financial Transaction Reports Act 1998. Photocopies are not considered acceptable. **Do not** send originals through the mail.

The following lists sets out the value of each document according to the 100 Point Check.

70 Points. Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- Full Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents

40 Points. Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution

35 points. Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia

25 Points. Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary education institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member

### **Office Use – Documents Sighted**

Documents Sighted	Point Value
Signed	Total Points



**NSW WORKING WITH CHILDREN CHECK  
APPLICANT DECLARATION AND CONSENT**

**Personal Details:**

**Name:**

Family name: \_\_\_\_\_

First name: \_\_\_\_\_ Other given name(s): \_\_\_\_\_

**Previous names/aliases:**

Family name: \_\_\_\_\_

First name: \_\_\_\_\_ Other given name(s): \_\_\_\_\_

**Residential address:**

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

**Contact:**

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender: \_\_\_\_\_

**Place of birth:**

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_

**Identifying document:**

If you used one of these documents to verify your identity, please fill in these details

- |                        |   |   |   |
|------------------------|---|---|---|
| <b>Licence Type:</b>   | <input type="checkbox"/> Driver's License             | <input type="checkbox"/> Firearms License                         |   |
| <b>Issuing Agency:</b> | <input type="checkbox"/> Australian Capital Territory | <input type="checkbox"/> New South Wales                          | <input type="checkbox"/> Northern Territory |
|                        | <input type="checkbox"/> Queensland                   | <input type="checkbox"/> South Australia                          | <input type="checkbox"/> Tasmania           |
|                        | <input type="checkbox"/> Victoria                     | <input type="checkbox"/> Western Australia                        | <input type="checkbox"/> Australian Army    |
|                        | <input type="checkbox"/> Commonwealth of Australia    | <input type="checkbox"/> Defence Force Academy                    | <input type="checkbox"/> Australian Navy    |
|                        | <input type="checkbox"/> Australian RAAF              | <input type="checkbox"/> Issued by a country other than Australia | <input type="checkbox"/> Other              |

Licence number: \_\_\_\_\_

Passport Type:  Private  Government  UN Refugee

Issuing Country: \_\_\_\_\_

Passport number: \_\_\_\_\_

**Position:**

Title: \_\_\_\_\_

Type: \_\_\_\_\_

## NSW WORKING WITH CHILDREN CHECK - APPLICANT DECLARATION AN... Page 2 of 3

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Details of these offences can be found online at Working With Children Employer Guidelines Fact Sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

### Declaration

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information in the Working With Children Employer Guidelines. I declare that I am not a prohibited person under the Commission for Children and Young People Act 1998 and I understand that it is an offence for a prohibited person to seek child-related employment.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. National criminal record check for charges and/or convictions (including spent convictions) for:
  - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
  - any child-related personal violence offence;
  - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence; punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the Commission for Children and Young People Act 1998.

### Consent

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

- the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;

NSW WORKING WITH CHILDREN CHECK - APPLICANT DECLARATION AN... Page 3 of 3

- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**What should I do next?**

Once you have completed your details, you will need to sign the printed form and provide the signed form to your prospective employer/volunteer organisation. You may also wish to retain a copy for your records.